

PRIVATE (NON-PROFIT) EDUCATION

ELIGIBILITY APPLICATION REQUIREMENTS

INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM

Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the **Superintendent/Principal/equivalent, as the authorizing Official on each of the six (6) pages.**
2. On a separate page; on **OFFICAL LETTERHEAD** provide a Narrative, which includes the following information:
 - Staffing including a Copy of Staff Qualifications
 - Number of Students
 - Grade levels
 - Hours of School Day
 - Mission Statement
 - Special events held/sponsored by the school
3. Provide the RNO (Race and National Origin) profile of your service area
National Center for Education Statistics (NCES) Home Page Web site is: www.nces.ed.gov
Once on the IES>NCES home page
Enter City and State
Click on the link Search for Private School
Click on the Name of the Private School
Print this page and include it with the application
4. Sources of Funding:
Summary of budget for the current school year
5. Certificate of Accreditation with valid expiration date **(Required with Application)**
To get the Accreditation certificate e-mail Mr. David Barnes at Kansas Department of Education, his e-mail is dbarnes@ksde.org
6. Articles of Incorporation and By-laws
7. IRS non – profit determination 501(c)
Authorized Official for signature at bottom of page:
Superintendent / Principle / or equivalent

Please retain a copy for your records.

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351 Monday – Friday 8 AM to 4:30 PM.

- E-mail: fedsurplus@ks.gov
- Fax (785) 296-4060
- Mail: Federal Surplus Property
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Topeka, Kansas 66606
ATTN: ELIGIBILITY